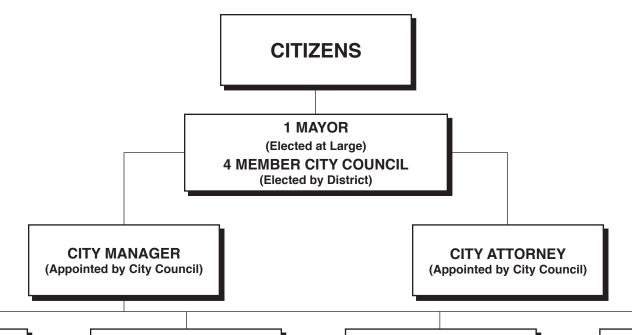
### **ORGANIZATION** of the City of SIMI VALLEY



### ADMINISTRATIVE SERVICES DIRECTOR

- Budaet
- Fiscal Services
- Support Services
- Information Services
- Customer Services

### ENVIRONMENTAL SERVICES DIRECTOR

- Planning Commission
- Affordable Housing
- Managed Growth Program
- Building and Safety
- Advanced / Current Planning
- General Plan Coordination
- CDBG Program
- Housing Rehabilitation Assistance
- Building Code Compliance
- Building Permits & Inspections
- Structural & Life Safety Plan Review
- Code Enforcement
- Property Maintenance
- Cable Television
- Animal Services
- Neighborhood Councils
- Task Force on Homelessness
- Community Projects Grant

### POLICE DEPARTMENT CHIEF

- Administration
   Emergency Services
- Administration and
- Communication Division
- Communications Bureau
- Fiscal Services Unit
- Maintenance Unit
- Records Bureau
- Investigative Services Division
- Detective Bureau
- Narcotics Enforcement
  Professional Standards Bureau
- Public Relations Bureau
- Field Services Division Patrol Bureau
- Traffic Bureau

## PUBLIC WORKS DIRECTOR

- Administration
- City Engineering
- Traffic Engineering
- Utilities Engineering
- Maintenance Services
- Sanitation Services
- Waterworks District
- Environmental Compliance
- Hazardous Materials
- Household Hazardous Waste Management
- Water Conservation
- Solid Waste Management
- Crossing Guards
- Simi Valley Transit
- ADA / Dial-A-Ride Services

## **CITY MANAGER** (Appointed by City Council)

#### **CITY CLERK**

- Elections
- City Council Agenda
- Records Management
- Claims
- Public Records Requests
- Subpoenas

## ASSISTANT CITY MANAGER

Budget Oversight Affordable Housing

Policy & Oversight

**Business Advocacy** 

**Energy Coordination** 

Location Film Oversight

Special Event Oversight

Chamber of Commerce

- Development Community

- Environmental Services

- Economic Development

Oversight

- Agenda Review

General Plan

Coordination

Development

Agreements

Coordination

Interface

Oversight

### DEPUTY HUMAN RESOURCES DIRECTOR

- Recruitment
- Class & Compensation Benefits
- Labor & Employee Relations
- Career
- Development
   Risk Management
- Employee Safety
- Employee Safety
   Workers'
- Compensation
   Workforce
- Diversity
- Position Budget Control
- Salary & Benefit Administration
- City Hall Reception/ Switch Board

### DEPUTY CITY MANAGER

- Legislation
- Labor Relations Coordination
- Public Information Officer
- Intergovernmental Relations
- Emergency Incident Coordination
- Clean Power Alliance
- Website Coordinator
- Safe Park
- Agenda Review
   Elections
- Agenda Review

### COMMUNITY SERVICES MANAGER

- Community
   Engagement
   Strategies
- Website Management
- Social Media
- City Marketing & Branding
- Public Information Support
- Equity & Diversity

#### MANAGEMENT ANALYST

- Economic
  Development
- Business Recruit & Retention
- Business Advocacy
- Industrial & Commercial Development Liaison
- Library Capital Projects
- Special Projects

### MANAGEMENT ANALYST

 Location Film Processing

**EXECUTIVE** 

**ASSISTANT** 

- Special Event Processing
- Departmental Financial

### COMMUNITY SERVICES DIRECTOR

**DEPUTY** 

**ADMINISTRATIVE** 

**ASSISTANT** 

- Senior Center Oversight
- Cultural Arts Center Oversight
- Public Library Oversight
- Youth Programs Oversight

# COMMUNITY SERVICES

 Youth Employment Services

COORDINATOR

- Youth Council
- Youth Engagement
- City Volunteer
   Coordination
- Special Projects

## CITY ATTORNEY (Appointed by City Council)

LEGAL ADMINISTRATIVE ASSISTANT

## LEGAL TECHNICIAN

### ASSISTANT CITY ATTORNEY

- Administrative Services
- Code Enforcement
- Community Services
- General Litigation
- Public Records Act
- Public Works
- Telecommunications
- Criminal Prosecution

### ASSISTANT CITY ATTORNEY

- Affordable Housing
- CEQA
- Claims
- General Litigation
- Planning Commission
- Planning / Land Use
- Subpoenas / Police Procedures
- Workers' Compensation

### ASSISTANT CITY ATTORNEY

- Brown Act
- City Manager Projects
- Environmental Law
- Human Resources
- Outside Counsel Management
- Real Estate
- Water Law
- Elections

### **CITY MANAGER**

## ADMINISTRATIVE SERVICES DIRECTOR

#### BUDGET OFFICER

- Appropriations Limit Administration
- **Budget Development**
- Budgetary Control System
- Capital Improvement Program
- Cost Allocation Plan
- Schedule of Service Charges
- State-Mandated Cost Recovery

#### - Administrative Support - Travel Management

Special Programs

### SENIOR MANAGEMENT ANALYST

- Collections Oversight
- Banking Services
- Debt Administration
- Enterprise System Process Analysis
- Investments

### MANAGEMENT ANALYST

- Special Projects
- Data Analysis
- Budget
- Interdepartmental Collaboration

### CUSTOMER SERVICES SUPERVISOR

**ASSISTANT** 

- Cashiering
- Business Tax Renewals
- Parking Citations
- General Billing
- Special Events & Filming Applications
- Transient Occupancy Tax
- Utility Billing

# DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (FISCAL SERVICES)

- Accounts Payable
- CAFR / State Controller's Reports
- Cash Management
- Financial Reporting
- Fixed Asset Recordation
- Grant Accounting
- Payroll Processing
- Year-Fnd Annual Audit

# DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (INFORMATION SERVICES)

- Systems Analysis, Design and Development
- Software / Hardware Installation, Testing, and Maintenance
- Computer Operations / Security / Support
- Computer User Training
- Database Administration
- Enterprise System Administration

# DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (SUPPORT SERVICES)

- Purchasing
- Central Supplies
- Telephone / Radio Communications
- Office Furniture and Equipment Maintenance
- Graphics
- Duplicating / Printing
- Mail and Messenger Service

### **CITY MANAGER**

## ENVIRONMENTAL SERVICES DIRECTOR

ADMINISTRATIVE ASSISTANT

PLANNING COMMISSION

### ADMINISTRATIVE OFFICER

- Budget / Financial / Purchasing / Contract Administration
- Personnel
- Fee Administration
- Records Management
- Staff Support
- Administrative Support to the Planning Commission, Affordable Housing Subcommittee, CDBG Advisory Committee, and other Appointed Committees
- Information Services
- Affordable Housing Programs
- CDBG Program
- Grant Management
- Census Information
- Home Rehabilitation Assistance Program
- Neighborhood Councils

### DEPUTY ENVIRONMENTAL SERVICES DIRECTOR (City Planner)

- Support to the Planning Commission
- Administrative Hearing Officer
- Municipal Code / Development / Zoning Code Administration
- General Plan Administration
- City Planning
- Environmental Impact Review
- Citywide Design Guidelines Administration
- Specific Plans and Amendments
- Managed Growth Plan
- Regional Planning Issues
- Development Agreements and Amendments
- Territorial Annexations
- Geographic Information System Planning
- Support to Code Enforcement
- Residential Building Permit Allocation System
- Planning & Housing Website Page Design and Monitoring

# DEPUTY ENVIRONMENTAL SERVICES DIRECTOR (Building Official)

- Building Permit Issuance and Processing
- Counter Services and Response to Public Inquiries
- Building Plan Check Services
- Inspection of Residential, Commercial and Industrial Construction
- Building Code Compliance Inspection & Enforcement
- Municipal Unsafe Structure Tracking System (MUSTS) Program
- Certificate of Occupancy Issuance
- Emergency Assessment (Building Structural Safety)
- Building Code Interpretation and Development
- Construction Activity Data
- Building Plans & Permit Public Records Management

### DEPUTY ENVIRONMENTAL SERVICES DIRECTOR

- Code Enforcement
- Land Use Permit and Zoning Standards Enforcement
- Property Maintenance, Substandard Conditions, and Public Nuisance Abatements
- Civil Fine Processing
- Administrative Appeals Hearing Support
- Support to the Task Force on Homelessness
- Regional Policy Analysis on Homelessness Issues
- Continuum of Care Participation
- Homeless Services Resources and Referrals
- Community Projects Grant Program
- Nonprofit Collaboration
- Simi Valley Television Operations
- Cable Television Customer Service Intervention
- Animal Services Contract
   Administration
- Animal Shelter Facility Management

### **CITY MANAGER**

## POLICE DEPARTMENT Chief of Police

## EMERGENCY SERVICES MANAGER

ADMINISTRATIVE ASSISTANT

## EXECUTIVE OFFICER COMMANDER

- Lexipol Administration
- Planning & Research
- Policy & Procedure
- Property & Evidence
- Temporary Holding Facility

#### **DEPUTY CHIEF**

- Patrol Bureau Commanders
- Field Training Officer Program
- K9 Unit
- School Resources Officer
- SWAT Team
- Crisis Intervention Team
- Bicycle Patrol Unit
- Defensive Tactics Team
- Chaplain Program
- Traffic Bureau Commander
  - Accident Investigation Unit
  - Traffic Enforcement
- Off-Road Program
- Parking Enforcement
- Abandoned Vehicles
- Front Desk Services

- Detective Bureau Commander
- Major Crimes
- Property Crimes
- Special Operations Unit / Narcotics
- Task Force Operations
- Crime Scene Investigators
- Technical Services
- Professional Standards Bureau Commander
  - Background & Recruitment
  - Internal Affairs
- Department Training
- Pitchess Motions / City Claims
- Public Relations Bureau Commander
- Explorer Program
- Homeless Liaison
- Media Relations
- Public Information / Social Media
- Volunteer Program

## ADMINISTRATION AND COMMUNICATION DIVISION Deputy Director

- Communications Bureau (Dispatch)
  - 911 Center
- Fiscal Services Unit
  - Alarm Ordinance
  - Budaet
  - Business Permits
  - Grant Management/Accounting
  - Payroll
  - Purchasing
- Maintenance Unit
  - Police Vehicle Fleet
- Police Facility
- Records Management Bureau

### **CITY MANAGER**

## PUBLIC WORKS DIRECTOR

## ASSISTANT PUBLIC WORKS DIRECTOR

## ADMINISTRATIVE ASSISTANT

### DEPUTY PUBLIC WORKS DIRECTOR

(Waterworks Services)

- Water Systems Inspection
- Water Production
- Distribution System Maintenance
- Meter Reading
- Customer Service

## DEPUTY PUBLIC WORKS DIRECTOR

(Sanitation Services)

- Plant Operations
- Plant Maintenance
- Laboratory
- Sewer Maintenance

## DEPUTY PUBLIC WORKS DIRECTOR

(Environmental Compliance)

- Sewer Pretreatment
- Stormwater (NPDES)
- Hazardous Materials
- Household Hazardous Waste Management
- Water Conservation
- Solid Waste and Recycling

# DEPUTY PUBLIC WORKS DIRECTOR (Administration)

- Budget Oversight
- Purchasing
- Public Works Personnel and Safety
- Training, and Development
- Secretarial and Clerical Operations
- Staff Support
- GIS
- Banner Program
- Crossing Guards

### DEPUTY PUBLIC WORKS DIRECTOR

(Maintenance Services)

- Street Maintenance
- Traffic Maintenance
- Storm Drain Maintenance
- Vehicle
   Maintenance
- Parkway and Tree Maintenance
- Landscape District
- Building Maintenance
- Graffiti Abatement
- Sign Abatement

#### CITY ENGINEER (Engineering Services)

nce - Development

- Engineering
   FEMA NFIP
- Community Rating System
- Capital Projects
- Traffic Engineering
- Traffic Planning
- Signal Operations
- Street Lighting
- Utilities Engineering
- Utilities Capital Projects
- Public Works Inspection
- Staff Support to Planning Commission

# DEPUTY PUBLIC WORKS DIRECTOR (Transit)

- ADA Paratransit Advisory Committee
- Fixed-Route System
- ADA / Dial-A-Ride Services